

# United States Mission Nigeria

## Vacancy Announcement

No. 2016-058	Date: May 24, 2016	Ref: A96124
Subject:	<b>SENIOR PUBLIC HEALTH SPECIALIST (SURVEILLANCE AND INFORMATION SYSTEMS) (Temporary Position Not to Exceed 24 Months)</b>	
Location:	<b>ABUJA – CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)</b>	
Applicability:	<b>ALL INTERESTED CANDIDATES</b>	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Senior Public Health Specialist (Surveillance and Information Systems) FSN-11/FP-4\* **(Temporary Position Not to Exceed 24 Months)**

**OPENING DATE:** May 24, 2016

**CLOSING DATE:** June 7, 2016

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **OR – Ordinarily Resident**–N10, 948,692 p.a  
(Starting basic salary) Position Grade: FSN-11  
In addition to the basic salary, all allowances will be paid  
in accordance with the Mission Local Compensation Plan.

**NOR - Not Ordinarily Resident** –AEFM/EFM–US\$54,610  
(Starting Salary) p.a. Position Grade: FP-04\*

**NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION (COM) AUTHORITY DOES HAVE TO BE ASSIGNED OFFICIALLY TO POST.**

**EMPLOYMENT LENGTH: This position is temporary and will not exceed two year from hire date**

The **U.S. Embassy in Abuja** is seeking to employ a suitable and qualified candidate for Senior Public Health Specialist (Surveillance and Information Systems) **Temporary** position in the Centers for Disease Control (CDC) Nigeria.

**NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.**

### **BASIC FUNCTION OF THE POSITION:**

This position is responsible for activities related to the implementation of Global Health Security Agenda (GHSA), specifically for core technical areas that are deemed priority for the CDC-Nigeria Office and Government of Nigeria. The incumbent is the emerging disease surveillance and information systems portfolio manager. S/he is the Epidemiologist responsible for providing technical expertise and assistance to the Ministry of Health (MOH) and other participating partners in the design, implementation and strengthening of routine disease surveillance and information systems and the conduct of large, complex surveys designed to measure reportable infectious diseases and other indicators of importance to evaluating the impact of disease control programs. S/he reports directly to the Program Director for Global Health Security/Global Health Protection or other official in charge of GHSA and plays an active leadership role in Technical Working Groups (TWG). S/he will interface with all levels of NGO and cooperative partners, universities and medical personnel for the purpose of developing and maintaining highly functional health information and surveillance systems in Nigeria. S/he work closely with Administrative support staff to manage cooperative agreements and provide technical guidance to implementing partners

### **POSITION REQUIREMENTS:**

NOTE: All applicants **MUST address each** required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Master Degree in Public Health, Medicine, Epidemiology, Demography, or Behavioral Science is required.
2. Minimum of five (5) years of mid-to senior –level public health experience in the management and development of epidemiological surveillance and /or large scale surveys of disease prevention, treatment, or care programs are required.
3. Level IV (fluent) Speaking/Reading/Writing in English is required. Language Proficiency will **be tested**.

4. Thorough knowledge of research methods and the collection, analysis and presentation of public health/epidemiologic data in order to plan, design, direct the implementation of and strengthen procedures for collection, analysis and dissemination of emerging disease epidemiological data. This includes knowledge of the principles, theories and practices of internationally recognized standards for surveillance and survey regulations and procedures. Thorough knowledge of Nigeria health care system and structures including familiarity with Ministry of Health policies, program priorities and regulations as well as good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required.
5. Thorough knowledge of the development of program goals and objectives, the sequence and timing of key program events and milestones, knowledge of the development and implementation of capacity and program assessments, and methods of evaluating program accomplishments. Working knowledge of administrative, budgetary, procurement, and travel issues related to government purchasing and funding guidelines, contracts, memoranda of understanding and cooperative agreements is required.
6. Advanced skill levels in the use of at least one of the more common epidemiologic data analysis software (EPINFO, STATA, SAS, or SPSS), and excellent numerical skills for manipulating and reporting statistical data is required.

**FOR FURTHER INFORMATION:**

The complete position description listing all of the duties and responsibilities may be obtained on our website at [http://nigeria.usembassy.gov/hr\\_office.html](http://nigeria.usembassy.gov/hr_office.html) and/or by telephone number 09-461-4000 Ext 4261.

**HIRING PREFERENCE SELECTION PROCESS:**

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans'

preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

**\*\* This level of preference applies to all Foreign Service employees on LWOP.**

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule
4. The candidate must be able to obtain and hold the local security certification after selection.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

### **HOW TO APPLY**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. [Application for US Federal Employment \(DS-174\)](#); or a current resume or curriculum vitae that provides the same information as a DS-174; plus,
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.)
3. A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.

4. Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.
5. E-mails received without the appropriate subject line and incomplete applications will not be considered.

#### **WHERE TO APPLY:**

**Email Address:** [HRNigeria@state.gov](mailto:HRNigeria@state.gov)

**\*\*Mailed (paper/hard copies) applications will NOT be accepted.**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts **for relief**.

#### **DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and

Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: JUNE 7, 2016**